

**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *lbr*
Naangwa: Date: July 15, 2025
Maanda Nji: Re: June Operations Report

We respectfully submit the June 2025 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

**Little River Band of Ottawa Indians
Departmental Monthly Reports
June 2025**

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

June 2025 Department Report

I. Department Overview

a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.

b. **2025 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2025 will be to continue to improve accounting systems and processes, as well as hire replacements for vacant positions.

c.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2025 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Tribal Council approved an agreement with Rehmann Robson for them to provide services to complete the 2022-2025 IDC proposals.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2026 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT 2024

The last day to submit 2024 invoices was February 28, 2025. On March 1, 2025 we started working on closing 2024. We will be working on required audit schedules and reconciling the general ledger in order to be ready for audit field work which is scheduled to start on July 14, 2025.

STAFF ACCOUNTANTS

Duties and Accomplishments:

o Processed Cash Receipts (saved on S Drive > Cash Receipts > 2025)

- Receipt Writing in MIP
- Processed Deposits using Onsite Deposit for checks and prepared Cash Deposits which Robert took to bank.

· Scanned Backup during processing

· Cash Receipts Report – June 2025

· Month of June total: \$312,961.19

o General Revenue: \$296,695.09

o Special Revenue: \$16,266.10

o Total of 255 receipts.

o Journal Entries:

- Reviewed and Posted Journal Entries.

o 1099s

- Re-Sent or printed 1099s as requested (or as new addresses were sent by Enrollment)

o AP

- Reviewed and Approved AP Check batches for processing.
- Uploaded Positive Pay for check runs when Judy processed them.
- Temp Duties, while AP short-handed:
- Per Cap Court Order Spreadsheet
- GWE Check Register
- Cardinal Health Online Bill Paying
- Trained Mamie to do the following:
- Cardinal Health Online Bill Paying (she is now doing it.)
- GWE Check Register updating.
- Per Cap Court Order Spreadsheet, processing, etc.

o This is ongoing – I still need to teach her what happens after Per Cap is run.

o Payroll

- Assisted in running payroll 6/25/25 while Angie was running Per Cap.

o Audit

- Health Insurance – January 2024 Reconciliation (still working on Feb Health Insurance and need to do MetLife.)
- Payroll PTO Earned and Used 2024 Report.

· Meetings attended:

o Attended 3-day Asset Training.

- Passed certification test.

o Attended MIP Fund Accounting Data Import/Export Webcast

o Staff Meeting – watched recording of June Staff Meeting

o Met with Cindy, Judy, and Mamie shortly after Mamie started

Payroll

Duties and Accomplishments –

1. Processed 429 payroll vouchers/checks.
2. Verified 32 PAF's this month which included 6 new employee(s), 0 Job Change/Transfer employee(s), and 5 termed employee(s).
3. Verified 19 Holiday Variance forms for the Memorial Day holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 6/13 and 6/27.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 6/19 – June Staff meeting
- 6/5 – Payroll/HR bi-weekly meeting
- 6/19 – Payroll/HR bi-weekly meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in June as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in June as well as the check request for payment of those taxes.
7. Prepared form DR 1094 Colorado W-2 Wage Withholding Tax Return for Colorado state withholding tax withheld April through June as well as the check request for payment of those taxes.
8. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of May and provided to HR.
9. Addressing payroll concerns and/or corrections, as necessary.
10. Processed July 1st per capita payment and necessary compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Hiring for vacant Payroll/Finance Clerk position.
2. Quarterly reporting for second quarter of 2025.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,425 GWE checks from 7/18-6/30/2025.

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checked signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
11. *Provide management with Accounts Payable information as requested.*
12. *Maintain court orders for per capita garnishments.*
13. *Do liquidations and voids as needed.*
14. *Scan all payments to appropriate vendor folders.*
15. *File original payments by check date in filing cabinets.*
16. *Pick up mail and distribute to appropriate accounting staff members.*
17. *Process Payroll Garnishment payments*
18. *Pay Cardinal Health pharmacy supply invoices*
19. *Contact vendors and/or departments regarding discrepancies, etc.*
20. *Enter address changes.*
21. *Process payments for per cap withholdings.*

Special Tasks / Activities Performed –

1. Scan prior year documents and filing in appropriate digital folders

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system

9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.

14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 6/2 Agenda review on contract with WIPFLI and budget mod within 4529 moving \$35,000.00 from capital to professional fees.
2. 6/4 Presented WIPFLI contract to Tribal Council.
3. 6/17 Solicited RFP for Phase II Environmental Assessment at Sugar Shack, parcel 07-116-002-00.
4. Continuous construction of vendor list in MIP that allows reports to be ran by Indian Preference or by vendor supply or service.
5. 6/18 Training on communication.
6. 6/19 Solicited RFP for Phase Bull Corner Environmental Assessment.
7. 6/24 Work session with TC on FedEx contract.
8. 6/25 Agenda with TC on FedEx contract.

6/26 Updated training material and emailed training opportunity to all staff on the Travel Regulation

Receiving

Duties and Accomplishments –

1. Received in 434 packages.
2. Issued 204 receiving reports.
3. Returned item for credit.
4. Made deliveries.
5. 26 FedEx for mail clerk

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

Upcoming Projects / Tasks – shredding

Budget Coordinator

Duties and Accomplishments

- 1) Prepared seven agenda items for Tribal Council Meeting
- 2) Attended one Tribal Council Meeting on June 4, 2025
- 3) Attended one Agenda Review on June 2, 2025
- 4) Completed 17 Budget Modifications
- 5) Prepared and submitted 19 draw downs
- 6) Prepared and submitted eight financial status reports to agencies
- 7) Participated in TEAMS CCDF meeting on June 3, 2025
- 8) Participated in Asset Management Training June 10, 11 and 12, 2025
- 9) Participated in Treasury Training on June 16, 2025
- 10) Participated in HUD Meeting via Teams on June 17, 2025
- 11) Participated in CCDF Meeting via Teams on June 17, 2025
- 12) Participated in TEAMS Employee Meeting on June 19, 2025
- 13) Reviewed the submitted draft 2026 budgets the month of June
- 14) Reviewed, in detail, the Verizon phone bills. Deleted and/or suspended lines and changed fund assignments during the month of June in collaboration with Directors for a savings to the Tribe in the amount of approximately \$3,000 per month

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.

Expenditures Update

Total year-to-date expenditures for the Finance Division through June 2025 are \$781,032.31 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date June 2025, represent 49.7% of the department's total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
June 2025 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator

II. Debra Davis, Education Department Office Assistant

III. Department reporting section

- LRBOI Student Services: 1 student received school clothing/activities assistance totaling \$500.
- Higher Education Scholarship: No higher education scholarship are available in summer
- College Book Stipend: 3 book stipends were requested in June, 2 for 9+ credits, 1 for 4-8 credits

This month I worked on the 2026 budget, noting a decrease in the number of college students, especially for summer classes, but overall drop in attendance that has been expected, given the changing demographics of LRBOI. The decreasing number of college students is not an indication so much that LRBOI tribal citizens are not seeking higher education, as it is a factor of the decreasing college age population, and the number of students who have successfully completed their higher education degrees over the past years. Numbers will naturally continue to decline as the population ages. Over nearly 30 years the department saw a gradual increase in college attendance, and eventually an increase in the number of graduating high school students who then attended college immediately after graduation, or within a year of high school graduation. As those students are completing their degrees, and a majority of older students have completed degrees over the years, and as the decreased number of tribal children (now something under 225) are aging, it seems that the number of college students will necessarily decrease.

During the month of June the following occurred:

June 18- June activity at Aki Maadiziwin, 12 participants
June 19- Staff Meeting

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2025 fiscal year.

Elders Meal Program
Janeen Codden

Elder June Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
122	723
Hackley Congregate Meals	Take out
8	12

Bingo At Aki	Bingo At Hackley
16	8
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250726	181	5202	\$350	\$128
250923	4583	5204	\$4784	\$4682
250945	4583	5204	\$3666	\$1488
251045	4583	5204	\$5000	\$2082
251229	4583	5204	\$5000	\$4757
250819	4583	5202	\$94	\$43

Not much to report. With the heat we have been doing as much minimal cooking as possible for employee safety. We spent \$120.05 out of account 4583 line item 5204 for 3 compartment to-go containers. This helped us save a bunch of money and they are better quality then what we get for more from Gordons. There is quite the hiccup in my accounts, but accounting is actively working with us to get that corrected.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

June Monthly Report – 2025

Diane A. Lonn, Enrollment Director

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing the to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations, calling Tribal Members with information missing, working on request lists for the upcoming Elections and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members Data Base.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the department have.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board, Tax Department
- Doing preference status for descendants and spouses
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 62 New or replaced Tribal I.D.s from 06/01/2025 through 06/30/2025.
- 132 Address changes from 06/01/2025 through 06/30/2025.
- Final rejection letters 6
- Final acceptance letters 5
- Final disenrollment certificates 0
- Provisional Rejection letters 3
- Provisional acceptance letters 4
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0

- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- 5 Applications received as of 06/30/2025.
- List request of Membership 0
- Label request of Membership 0
- Statistical request

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 262
- PRC/EHAP 10
- Members Assistance 2
- Utilities 0
- Food Distribution 0
- Casino 0
- Family Services 5
- Tribal Council 0
- Natural Resources 0
- Education 0
- Gaming 0
- Work Force Development 6

Ordering/Correspondence

Enrollment verifications to other tribes 8

Sent out Per Cap Earnings information 41

2 Tuition Waiver Verifications

810 phone calls logged.

Total Tribal Members Living In:

9 County Area 1,591

Outside 9 county 2,271

Inside Michigan 2,548

Outside Michigan 1,314

Undeliverable Addresses 11

Facilities
Rusty Smith

2025 June Maintenance Department Report
Submitted by De·Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with our available resources.

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

The Maintenance Department provides custodial, building maintenance, groundskeeping, equipment maintenance, and fleet services.

The Maintenance Department personal positions include the Supervisor, Office Manager, two Maintenance Technicians, four EVS technicians and one Auto Mechanic.

For the month of June, the EVS Technicians provided cleaning services to six buildings, cleaning seven patient rooms, forty-five restrooms, nine lobbies, ten showers, multiple offices, and public areas on a day-to-day basis. Tasks include but not limited to vacuum carpets, wash windows, and doors, mop floors, clean counters, sinks, toilets, and mirrors.

The Automotive Mechanic completed fleet requests ranging from oil changes, brake service, and shock replacement. The Mechanic also works on small equipment, trailers, performs minor tractor repairs and services off road utility vehicles.

The Maintenance Technicians are responsible for the repair and upkeep of facilities and equipment. Their duties include performing routine maintenance, corrective maintenance, troubleshooting, groundskeeping, and responding to work request. June groundskeeping locations include, the Government Center, Justice Center, Food Distribution, Natural Resources, Eastlake, Gathering Grounds campsites and Pow-Wow prep, Indian Village, Sugar Shack, and Maintenance Barn.

Department Reporting Section continued:

PM and Work Request

	Gov. Center	Ala. Ice Center	Aki	FDC	NR	Gaming	Gathering Grounds	Utilities	East Lake	Hackley
Routine Maintenance	1					1				
Predictive Maintenance										
Corrective Maintenance	3	2	5	2	1			1		
Equipment Repair										
Inventory/Delivery			2				1			
Lockout/Key Service	3					1				
Event/Room Set Up						3				
General	5				1					
Building Repair Maintenance										
Plumbing	1									
Storage/Move Location										
Grounds						1				
First Aid Kit Inspection										
Remodel	2									
Fleet Service		3			1			1		
Special Events Stock/Restock										
Total Per Location	15	5	7	2	3	1	5	1	2	0
Resolved	11	4	5	2	2	1	5	1	1	0
In Progress		1	2		1					
Outstanding										
Pending	2									
May- In Progress	2									

On-Site Vendors

- Monthly pest control pm

III. Budget Expense Justification

- Phones \$188.00
- Supplies \$ 20.00
- Vehicles & Fuel \$630.00

Budget Modification(s)

- License Fees \$ 16.00
- Dues & Subscriptions \$ 480.00

IV. Travel and Training

Not applicable

End of Report

2025 June Maintenance Department Report
Submitted by De-Ahna Underwood, Maintenance Office Manager

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Department Reporting Section continued:

PM and Work Request

	Govt. Center	Justice Center	Aki	FDC	NR	Gaming	Gathering Grounds	Utilities	Eastlake	Hackley
Routine Maintenance	1					1				
Predictive Maintenance										
Corrective Maintenance	3	2	5	2	1			1		
Equipment Repair										
Inventory/Delivery			2				1			
Lockout/Key Service	3					1				
Event/Room Set Up						3				
General	5				1					
Building Repair Maintenance										
Plumbing	1									
Storage/Move Location										
Grounds						1				
First Aid Kit Inspection										
Remodel	2									
Fleet Service		3			1			1		
Special Events Stock/Restock										
Total Per Location	15	5	7	2	3	1	5	1	2	0
Resolved	11	4	5	2	2	1	5	1	1	0
In Progress		1	2		1					
Outstanding										
Pending	2									
May- In Progress	2									

On-Site Vendors

- Monthly pest control pm

III. Budget Expense Justification

- Phones \$188.00
- Supplies \$ 20.00
- Vehicles & Fuel \$630.00

Budget Modification(s)

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- Dues & Subscriptions \$ 480.00

IV. Travel and Training

Not applicable

End of Report

Family Services
Janeen Codden

Department Report : Family Services

Case Worker : Rachel Kops

Month: JUNE 2025

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's						
Intakes						
Open Cases		1			8	
Monthly Totals		1			8	

	Case Management				
Total number living in homes served	7			20	
Total number of Tribal Citizens living in homes served	1			11	
Total number of descendants living in homes served	1			3	
Total number of children living in homes served	2			9	
Total ICWA or ICWP where substance abuse is involved	0			3	
Child Abuse/Neglect	1			3	
ICWA or ICWP referrals	1			3	
Sexual Abuse of a child	1			0	
Substantiated or Unsubstantiated by DHS	2			3	
Case Pending with DHS	2			1	
Relative placement	0			0	
Tribal Foster Home	0			0	
Non-Tribal Foster Home	2			0	
Alternative placement	0			0	
Court appearances	0			1	
Home Visits	1			17	
Case Reviews	1			1	
Binojecuk	1			2	
Contacts with outside agencies	52			30	
Contacts with LRBOI departments	12			52	
Tribal Elders	0			0	
Other referrals	0			1	
Monthly Totals	87			159	

Wexford

Kent

Newaygo

Other

	1		
	1		
	0		
	2		

	4		
	3		
	0		
	1		
	1		
	0		
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Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: June 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									
I&Rs										
Open Cases	10				2					1
Monthly Totals	12	0	0	0	2	0	0	0	0	1

Case Management

Total number living in home	32			3	3					
Citizens living in homes	22			2	4					1
descendants living in homes	11			1						
living in homes served	13			1	1					1
where substance abuse is				1	1					
Child Abuse/Neglect				1	1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS				1	1					
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										1
Home				1	1					
Alternative placement										
Court appearances										
Home Visits	32	1		1	1					
Case Reviews	1									
Binojeeuk	2									
Contacts with outside agency	8	4	2	1	2					1
Contacts with LRBOI depart	20									
Tribal Elders	7									
Other referrals										
Monthly Totals	148	5	2	13	15					5

Department Report : Family Services

Social Worker: Stephanie Persenaire

FS reporting period: June 2025

***** Reporting Counti

	Manistee	Mason	Lake	Ottawa	Muskegon	Ocean?
Intakes		1				
I&Rs						
Open Cases	2	1			1	
Monthly Totals	2	2	0	0	1	0

Case Management

Total number living in homes served	6	7			4	
Total number of Tribal Citizens living in homes served	2	5			1	
Total number of descendants living in homes served	1	0			3	
Total number of children living in homes served	1	4			3	
Total ICWA or ICWP where substance abuse is involved	0	0			0	
Child Abuse/Neglect	0	0			0	
ICWA or ICWP referrals	0	0			0	
Sexual Abuse of a child	0	0			0	
Substantiated or Unsubstantiated by DHS	0	0			0	
Case Pending with DHS	0	0			0	
Relative placement	0	0			0	
Tribal Foster Home	0	0			0	
Non-Tribal Foster Home	0	0			0	
Alternative placement	0	0			0	
Court appearances	0	0			0	
Home Visits	3	3			2	
Case Reviews	1	0			0	
Binojeeuk	2	0			0	
Contacts with outside agencies	0	0			0	
Contacts with LRBOI departments	1	3			3	
Tribal Elders						
Other referrals						
Monthly Totals	17	15	0	0	16	0

es *****

	Wexford	Kent	Newaygo	Other
		2	1	
	0	2	1	0

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Monthly Site Dashboard Report

Date Range of Report: Jun 01, 2025 - Jun 30, 2025

Date Report Generated: Jul 01, 2025

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
5	11	8	25

Total Unique Clients who received at least 1 visit between Jun 01, 2025 - Jun 30, 2025 by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	4	1	8

Total New Clients enrolled between Jun 01, 2025 - Jun 30, 2025 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	1	3	3

Total Visits between Jun 01, 2025 - Jun 30, 2025 by staff person

Name	Total Visits	Form Type
	7	Prenatal Visit/Encounter Form
	7	Postpartum Visit/Encounter Form
	11	Child Visit/Encounter Form
	6	Fathers and Others Visit/Encounter
Total	31	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

No data for this section

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Jun 01, 2025 - Jun 30, 2025

Client	Client Type	HSID
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LRBOI Be Da Bin Behavioral Health Program June 2025 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt has 43 clients. She had 57 individual sessions, 35 follow up calls, and 3 hours telepsychiatry. She met with Mental Wellness Counseling for consultation. She met with Pine Rest check in meeting and Tribal Council for Pine Rest Contract renewal. She attended the following virtual trainings: Children in the Crossfire: Effects of Intimate Partner Violence; Newborn Care and NAS/NOWS Training; Addressing Addiction in Rural Michigan; Barriers, Opportunities, and Innovations in Treatment Response. She attended the SEA meeting and interviews for Mental Health Counselor.

Dottie Batchelder-Streeter currently has (43) 35 clients and 8 Recovery Support clients. She had 2 referrals to an inpatient facility. Dottie had 47 individual sessions, and 66 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on June 11, 2025; attended: Tribal VA Summit Planning committee (16); and Tribal Prevention Coalition meeting. She is planning for workshop on Native foods (grant funded) and the Suicide Prevention Event for September 17, 2025.

She continues to work on budget/plans for the grants of native connections and SOR4. A lot of work on the SOR4 grant this month. She has finished on the Native Connections requirements for year 5-policies and working on final Native Connections projects: LAMAR Billboards still up and Wellness Walk planning. She did interviews for the Prevention Worker and Mental Health Counselor positions.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. Both of us attended the Monthly Staff meeting on June 16 for Family Services.

Respectfully submitted,



Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
June - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	14
New Cases	3
Closed Cases	0
Referrals and Contacts Received	5
Client Face to Face Contacts	16
Client-related Phone, Email, and Text Contacts	151
Client-related Direct Service Units Provided by Advocates	557
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	6
Program Case Reviews	0
Community Collaboration Meetings	8
Other Meetings	7

STAFF DEVELOPMENT/TRAINING

Virtual Training	9
In Person Training and Conferences	1
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	410
VSP Presentations	0
Networking Activities	5
VSP Website Updates	0
Other Efforts	0

Food Distribution
Jamie Friedel



Food Distribution Program

June 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Allen Tyler and Nicole Ward

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA, and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

Jamie, Melanie, Allen and Nicole accepted in, verified, and stored incoming inventory.

Jamie, Melanie, Allen, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Allen, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Allen, and Nicole filled food orders.

Jamie, Melanie, Allen, and Nicole waited on clients & loaded food in their vehicles.

Jamie, Melanie, Allen, and Nicole cleaned the office.

Jamie, Melanie and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and certified clients.

Jamie and Nicole conducted 36 Deliveries.

We received 3 produce and trucks and 1 USDA food truck.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

The Food Distribution office is closed on the last day of the month for inventory purposes.

Melanie sent 5 recertifications out.

We Added 3 new Households.

We have a total of 78 households with 131 total participants.

We sent out 8 Applications.

MEETINGS:

Monthly Update Call with USDA/FNS
Midwest Regional Conference call
Midwest Regional and National Planning call
State SNAP-ED Consultation with MDHHS

The Department worked Diligently on serving all clients this month in the first 3 weeks to prepare to be closed for regional conference. We have been experiencing a fluctuation in clients due to the SNAP and their new requirements. The Federal government are looking to cut SNAP-ED and forcing people on SNAP to start taking work experience. This would get them into the work force to try and get them more self-sufficient.

We attended the regional conference on July 23rd thru July 27th in Niagara Falls, New York. Where we attended classes and training to help be more efficient in our jobs. Also, the USDA representatives did their updates, program changes and discussed issues involving our main warehouse truck deliveries and produce problems that all the ITOs face. Our national conference will be held in August.

The Food and Nutrition center will be partnering with the family services departments, MSU extension office to provide canning classes in the upcoming future. I will be working to get these classes on zoom for our membership to take part in. We look forward to reaching as many interested members as we can.

Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – June 2025

Grant Department Overview and Function within LRBOI

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band to find resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan, the goals of the Departments providing programs, services, functions, and activities to the members of the Band, and to assist in defining the programmatic requests served by grants.

Per the *Grants Strategy 2023: Setting Directions and Goals* plan document, grant development serves two primary purposes for LRBOI:

- Funding direct services, including supporting and improving existing services, and developing new services, based on evolving community needs.
- Improving the delivery of services: This refers to capacity-building efforts such as staff training, equipment, vehicles, and facilities.

Grant applications and grant funded purposes should also align with the adopted LRBOI strategic plan, a document that should reflect Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe's lands and governance. The Tribal Strategic Plan, per Ordinance #13-100-04, *Budget and Appropriations Act of 2013 (as amended)*, Article V. Budget Formulation and Transmittal, 5.02. *Strategic Plan Required*, "The Tribal Council shall develop a five-year strategic plan...no later than March 15th of each succeeding year."

Projects, Tasks and Activities

Assigned tasks current funding opportunities: progress continues.

- Child Care Development Fund (CCDF):
 - The Grant Writer developed a budget to implement Quality Initiative activities for the Child Care Development Fund. To expend funds towards these culturally based activities, an amendment to the CCDF Workplan needed to be approved by LRBOI Tribal Council and submitted to the agency for approval. After a work session with Tribal Council (6/12/25), and a subsequent approval to change the scope of work for CCDF Plan Year 2023-2025 during the Tribal Council meeting on 6/18/2025, LRBOI submitted and received approval from the agency to change the scope of work from operating a tribal center to not providing direct services. LRBOI now has until 9/30/2025 to expend \$239,134 on culturally based child development activity and projects. The need for the change was precipitated by a denial by the agency (CCDF) to extend the deadline for expenditures from September 30, 2025, to September 30, 2026.
- The DOJ/DV Grants that were under development have been put on the back burner due to lack of being able to secure necessary MOU/MOA agreements with external organizations, a requirement of the grants prior to the submission deadline. The planning will continue and the MOU/MOA agreements under discussion will move forward to prepare for the opportunity to submit for another grant source.

GRANTS DEPARTMENT REPORT – JUNE 2025 CONTINUED:

- Research: Grants.gov and the Federal Register for applicable grant announcements. This is an ongoing activity with grants awaiting federal appropriations. The result of “The One Big Beautiful Bill” will drive the availability of grants going forward, (in other words, pending...).
- The Grant Writer continues to participate in monthly calls with CCDF regarding updates to the program and technical assistance on 06/03/2025; the topics for this meeting were reviewing submission deadlines for plan year 2026 – 2028, the denial of the extension request and technical assistance to submit a plan amendment for year 2023 – 2025. The amendment has been submitted and accepted by the agency as of 06/18/2025.
- The Grant Writer worked with Little River Holdings, LLC, and presented a collaborative proposal to seek brownfield grant resources to support the Gateway Project on 06/03/2025, and 06/11/2025. The proposed collaboration is consistent with the following Tribal laws: Ordinance #05-800-05, Ordinance #14-800-02, and the adopted Little River Holdings, LLC Operating Agreement adopted by Tribal Council resolution November 15, 2017.
- The CCDF proposal for grant year 2026 – 2028 has been submitted on 06/23/2025 with a continuation of QI activity focused on age-appropriate cultural learning activity, along with the official child count. LRBOI now awaits agency input on the plan and response to the proposal with funding to follow.

The Grant Writer was out of the office after their sibling, Jonnie Jay-ba Sam II, former LRBOI Tribal Ogema, former LRBOI Tribal Court Administrator and Associate Justice, and former Tribal Historic Preservation Director walked on the evening of June 23, 2025. The Grant Writer was on Bereavement Leave 6/24/2025 through 6/26/2025, and approved leave 6/27/2025 while the Sacred Fire was lit for Jay-ba and tended at their home during his four-day travelling time. The Grant Writer was on pre-approved leave 6/30/2025.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Kate Gilbert, Chief Pharmacist

Date: _____, 2025

Re: June 2025 Report of Activity – Tribal Health Services

Operations service delivery numbers for the month of June are as follows provided in the aggregate:

CLINIC OPERATIONS: MANISTEE LOCATION

228 patients scheduled

14 patients NO-SHOW to scheduled appointments

1 patients provided SAME DAY appointments for emergent matters**

54 cancelled appointments

161 patients attending CLINIC PHYSICIAN appointments**

30 patients PHONE TRIAGE**

639 Chart Reviews – notifications to providers requiring action by providers and staff**

62 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 831

Diabetic patients: 68

Flu Vaccines: 0

Injections: 12

Nursing Visits: 1 **

On-site Labs: 143

COVID-19 Tests: 0

****Denotes total included in Total Patients Seen**

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 744

DIRECT CALLS TO CLINIC OPERATIONS: 464

SENT FAXES: 167

RECEIVED FAXES: 432

TRANSPORTS - MANISTEE 5

JUNE 2025

TRAVEL HOURS: 10

SERVICE HOURS: 6

NUMBER SERVED: 5

MEDICATION DELIVERIES: 10

TRAVEL HOURS: 2

SERVICE HOURS: 1 ½

NUMBER SERVED: 10

TOTAL TRAVEL HOURS: 12

TOTAL SERVICE HOURS: 7 ½

TOTAL NUMBER SERVED: 15

Operations service delivery numbers for the month of June are as follows provided in the aggregate:

CLINIC OPERATIONS: MUSKEGON LOCATION

186 patients scheduled

10 patients NO-SHOW to scheduled appointment

11 patients provided SAME DAY appointments for emergent matters**

46 cancelled appointments

36 clinic referrals – requiring action by Providers and Staff

141 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 49

Flu Vaccines: 0

Injections: 13

Nursing Visits: 1

On-site Labs: 52

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 236

TRANSPORTS - MUSKEGON: 7 JUNE 2025

TRAVEL HOURS: 10

SERVICE HOURS: 13

NUMBER SERVED: 7

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 13

TOTAL NUMBER SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$74,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1294

TOTAL PRC PAID IN JUNE: \$50,499.07

PHARMACY/OTHER: \$41,480.93

DENTAL: \$8,071.50

TOTAL PATIENTS: 177 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 472

TOTAL CLAIMS ENTERED: 324

TOTAL PRC PAID 2025: \$297,177.13

TOTAL EHAP PAID IN JUNE: \$23,215.44

TOTAL EHAP PAID 2025: \$228,594.63

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 35

REASSESSMENTS MAILED OR GIVEN: 126

MEDICARE LIKE RATE (MLR) Savings for June 2025

Claims submitted: 11 \$5,273.86 (total submitted)

-\$1,342.62 (what we paid)

\$3,931.24 (total savings)

PHARMACY, MANISTEE:**JUNE 2025**

Active patients:	364	
Prescriptions filled:	1518	
Receipts:		
Insurance payments received:		\$207,828.17
Non-member cash/copays received:		\$699.35
Less acquisition cost of medications:		\$68,259.42
Net profit:		\$140,268.17
PRC-equivalent write offs:		
LRBOI:	\$19,219.87	
Other Tribes:	\$430.26	
TOTAL:	\$19,650.13	

PHARMACY, NORTON SHORES:**JUNE 2025**

Active patients:	174	
Prescriptions filled:	814	
Receipts:		
Insurance payments received:		\$100,341.77
Non-member cash/copays received:		\$117.40
Less acquisition cost of medications:		\$29,812.38
Net profit:		\$70,646.79
PRC-equivalent write offs:		
LRBOI:	\$8,764.55	
Other Tribes:	\$992.25	
Total:	\$9,756.80	

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Review**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site lab - Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	177	29	579	376	88	71	9	16	2	151	7	333	-	164	399
February	253	31	81	5	146	41	762	552	78	52	4	15	3	126	9	553	3	163	361
March	291	13	96	13	195	36	799	564	81	75	-	23	4	197	6	495	2	169	439
April	250	15	66	7	176	40	765	549	55	67	-	25	4	150	-	672	3	148	429
May	228	14	54	1	161	30	831	639	62	68	-	12	1	143	5	744	-	167	432
June																			
July																			
August																			
September																			
October																			
November																			
December																			
Totals	1,283	98	364	29	850	176	3,720	2,680	364	335	11	91	14	787	27	4,544	2,134	6	2,060

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey locations.

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Sent**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	128	4	37	3	95	29	500	376	88	28	-	-	3	-	70	-	186	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	-	7	-	42	-	240	-	-	-
March	154	4	28	9	123	36	728	564	78	28	-	-	7	3	54	3	240	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	-	20	3	71	2	203	-	-	-
May	186	10	46	11	141	30	811	639	36	49	-	-	13	3	52	7	236	-	-	-
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	786	32	215	49	588	176	3,447	2,680	263	132	-	-	43	3	289	12	1,105	-	-	-

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Mainline & Harvey Locations.

Housing
Tara Bailey



Little River Band of Ottawa Indians Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT Report to the Ogema For June 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 8

Leases renewed: 8

New leases: 0

Annual Inspections: 7

Move-out Inspections: 0

Move outs: 1

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 3

Total Number of Awards made during the Year: 5

Total Amount of Awards for the Year: \$18,233

C. The Homeowners Assistance Fund received 0 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$7183.88.

D. Due to the Housing Specialist being out of the office for the month of June the weekly ride to the store for our elders did not occur this month. They have been calling and are missing this little extra we were doing for them in providing a ride to the store 1x a week.

E. The Housing Department received news that we were awarded the Pre-Development grant from MSHDA that we applied for in the amount of \$75,000. Still working on the information provided from MSHDA on how the grant works and once we get that info, it will be brought to TC for approval into the annual budget. This grant was to bring in a consultant to start the process of developing a homeownership project for LRBOI.

F. On June 21, the Housing Director met with Scott Buzzell from C&I Electric and Steve Parsons to discuss a project to redo all the lighting underground wiring for the AKI community. We have had continual breakdown of the wiring underground for all the streetlights in the community and we are looking to do a project in which all the wiring is redone throughout the community. We have spent a lot of money on doing emergency fixes and now we want to just redo all of it to stop the emergency

fixes. UPDATE: We have gotten an approval from BIA to use the roads maintenance fund to cover this cost of this project and it will be brought to TC during the month of July for approval on the contract. We are hoping to have the project completed in the next 90 days after TC approval.

- G. The Housing Director and Administrative Assistant attended a 3-day training held at the LRCR June 10-12th for Tribal Property and Asset Management certification through Falmouth Institute.
- H. On June 17th, the Housing Director met via Teams with HUD administrator, Neil Whitegull and several of his staff members to review our Indian Housing Plan, see if we had any questions, needed anything they could help with, and just general introduction/assistance call from HUD. This is something they will be doing from time to time to better assist Tribal Housing from the Chicago-ONAP office.
- I. The Housing Department has been down a part-time maintenance staff member since the end of April. Interviews for replacement are to take place the first week in July. Hoping to have this position filled in July to assist in getting caught up with some projects in maintenance.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 12
- B. Termination Notice(s) issued: 6
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 2 unit to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 83 were rented giving us an occupancy rating of 99%.

- A. Aki has 58 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 31 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
July 7, 2024

Human Resources
Alicia Knapp



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: Alicia Goff
Subject: June 2025 HR Department Report
Date: 07/11/2025

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR Operational Plan

- 1)** HR is moving forward in the process of preparing for the rest of 2025 after the first six months of the new year are now on the books.
- 2) Month Summary:** RFP for chosen as the best deal for the development of and securing vendor for 2024 Audit was declared, Don went before Council and finally moving forward in the Audit. Also still working on HRIS so HR may move into the 21 century. Still in the process of but getting closer to a full rollout. This will help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. We have been working on BambooHR implementation and now the time is nearing for full implementation. HR is still working on to put final signed Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. MVR updates are on tap being started and finished by mid-July.

Talent Acquisition for June-

(1) Number of Open Positions: June had 12 postings up are currently. Current postings 11 FT position - 2 PT were posted/reposted, 4 are currently in the selection process with interviews were scheduled for 3 positions and 4 positions had interviews that took place. NRD FT NP with mid-July start. 2 positions are scheduled for a June start - 1 TM Family Services - Members Asst. - 1 TM Clinic, 1 FT Accounting and 1 NA - Food Distribution- declined to start. The Director of Commerce (TM) was interviewed and accepted starting first full week of July. Interviews moving forward for Staff Accountant, EVS Technician, Prevention Work Specialist FT, Receptionist PT and Housing Maintenance Technician PT. There is continued focus on improving coordination between Hiring Manager, Candidate and HR. 1 term (TM) Food Distribution, resulting Food Distribution having 2 positions having to be reposted and selections/interviews to scheduled. 2 Tribal Council members left and 2 Tribal Council members were sworn in.

(3) Bamboo HR will be an asset to this process and has started to be with a lot more applications for review for each of the posted positions. Allowing applications to come in faster and ability to receive so many more applicants for each posting thus far. Hiring managers seem to be getting the paperwork to them and from them back to HR to allow for quicker interview set up. HR is looking forward to streamlining the process and other processes even more and making us more open to other projects, expected implementation date is moved to July/August for full implementation to take place. Trial runs are being made to insure success, combating any hiccups that may result. I believe all hiring managers and others will be onboard with the change after trying it. Getting finally to it be fully functional will be a true win.

3) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going, workplace issues and some are still to be scheduled.
- ii) HR offered help to Leads when directed and asked. HR offered some assistance to our required Employee Handbook training.
- iii) Continued assisting leadership with sensitive employee relations issues - like conflict resolution activities.

(4) HR Department Development Initiatives:

- a) HR training has been amping up and getting set for BambooHR setup out to all. So many areas of HR to put in place the BambooHR way. It is a fine dance to make it work for our HR paperwork, processes and procedures. Training will be coming out soon for the whole organization.
 - b) Regular training has been down, HR has 34 hours of mainly on-line training activities. No other department has submitted any training hours for the month of June.
 - c) Further updates are still needed on L: drive - forms and resolutions, policy/procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.
- Reported Training and Development hours totaled: 34 hrs.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes. New packet developed for new hires and is found on the L:drive to access forms.
- b) 2 employees are currently out on FMLA and one processed for later date. 2 are using FML one projected to end at the end of June and one to continue forward.
- c) Continued processing new hire insurance enrollment on-going with new hires being on-boarded
- d) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- e) Processed insurance benefit plan check requests as our monthly duties continue.
- f) Continue work on 2024 401k Audit until completion.

6) Safety

- a) COVID-19 support and tracking - this has been sunsetted so now employees will use other available leave time to replace missing time.
- b) Recordable Injuries: 0
- c) Near Miss/1st Aid:- 0 near misses.

7) Tribal Preference Report

Preference Report for June 2025 –

Employee Count by Preference for June

120 Tribal Members --3, +5 overall +2	52% (51.5%) of Tribal Government Workforce
07 Native American - no change	3%(3.0%) of Tribal Government Workforce
12 Tribal Descendants - no change	5% (5.2%)of Tribal Government Workforce
14 Tribal Spouses - no change	6% (6.0%)of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for June 2025 – +2 total, but with NP no change

Total preference = 153 - +2 change in total 66% (65.7%)

Non-preference = 80 – no change 34% (34.3%)

Total of all employees 233– Overall workforce in June 2025 - 3 overall gain.

Look for a change in NP totals with the leaving of Seasonals starting in July, August and September.

Regards,
Alicia Goff
HR Manager

**Information Technology
Vacant Director**

**INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
JUNE 2025**

Duties and Accomplishments:

1. Ordering/facilitating set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Provided support to the Election Board for scheduled hearing(s).

On-going IT projects:

1. SharePoint lift with Arctic IT
2. Firewall updates and support contract renewal (Cisco) with Elevate
3. Evaluation of toolsets to enhance internal IT operations and allow for the integration of outsourced IT functions
4. Organization phones review with accounting
5. Kiosk deployment to Muskegon and Manistee offices with Arctic IT
6. AD review and cleanup of user accounts
7. Organization wide review of stale or missing endpoints
8. FY2026 Budget discussion and preparation
9. Migration to Veem Cloud Connect with Elevate
10. Windows 11 upgrade
11. Evaluation and recommendations for internal IT structure modifications

Help Desk Tickets:

92 tickets opened, 77 have been closed, 13 are assigned and being worked on, 1 is on hold.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.
2. FY2026 Budget meeting.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: July 2, 2025
Re: June 2025 report of activities

Number of tribal members assisted on new issues	57
Number of referrals received	2
Number of continuing cases:	26

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Land Survey
Wills	Child Support Review
Trusts	Order of Filiation
Estate Planning	Custody
Medical Power of Attorney	Default
Claim and Delivery	Real Estate
Power of Attorney	Collections
Amend Estate Planning Documents	Jurisdiction
Guardian – Minor	Guardian - Adult
Funeral Representative	Child Support Arrearages
Amendment of Trust	Per Capita
Civil	QDRO
Trust Administration	LLC
Probate Estate	Small Estate
Criminal	Adoption - Minor

Parenting Time Enforcement
Operating Under the Influence
Post Divorce Matters
Lady Bird Deed
Bankruptcy
Birth Certificate
Parenting Time After Adoption
Objection to Minor Guardian
Removal of Personal Representative
Certificate of Trust Existence and Authority
Power of Attorney and Minor Guardian

Show Cause
Adoption- Adult
Parenting Time
Garnishment of Tax Returns
ICWA
Injunctive Relief
Estate Distribution
Identification
Warrant
Trust Land
Purchase Agreement

Sample of Work Performed:

Assisted a tribal member file a Petition to remove the Personal Representative that was not adequately managing their parent's probate estate

Assisted a tribal member settle civil lawsuits

Assisted a tribal member obtain guardianship over a minor child when the child's caregiver died

Assisted a tribal member create an LLC for a new business

Attended

Great Lakes Legal Conference

Members Assistance
Janeen Codden

Members Assistance Department

June 2025 Report

Phone Calls: Gina 120, Robin 108

Office Visits: 14

GWE Applications processed to date: 4042

Catastrophic Disaster Applications processed to date: 15

Food Assistance: 8 Households

Low Income Energy Assistance: 4 Households

Elders Chores: 3 Households

Emergency Transportation:

Rental/Mortgage Assistance: 5 Households

Home Repair: 1 Household

LIHEAP: 6 Households

Applications: 30+ Households

This is a reflection of one half the month of June. Our Excel file, 2025 Members Assistance Log past June 11, 2025 was deleted. We are anticipating that this information can be recovered, and to be accurately reflected for the following months.

Respectfully submitted by the Members Assistance Department

Natural Resources
Frank Beaver



**Gaá Čhíng Ziíbi
Daáwaá
Aniřhinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**June 2025 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear Dunes National Lakeshore, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.
-
- Equipment maintenance/Field Work/Lab Work:
- Nmé, Lake Sturgeon:
- Sturgeon Larval Drift sampling 1st - 19th
- SRF operation

- Alarm system diagnostics and repair
- Freezer alarm system update
- IT/SRF laptop troubleshooting
- Drift gear site cleanup
- Muskegon Sea Lamprey/SOS August coordination of sampling
- 2026 Sturgeon program budget discussion
- PIT antenna monitoring
- Inland Fisheries:
- Wrapped-up 2025 Arctic Grayling incubation and stocking
- Dismantled RSIs and removed incubators from North Branch Manistee River
- Began modifying RSIs to increase performance for 2026 Arctic Grayling stocking events
- Gave presentation on LRBOI contribution to Arctic Grayling reintroduction at the Grand Traverse Regional Land Conservancy (6/3)
- Submitted 2025 LRBOI Bays de Noc Walleye harvest report to IFC
- Assisted Environmental Division with fish community survey in Bear Creek
- Great Lakes Fisheries Assessment Program:
- Assessment nets and gear preparation (6/2-6/3)
- Juvenile coregonine beach seining (6/4)
- Lake Michigan LWAP fisheries assessment (Ludington) (6/5-6/6)
- Lake Michigan LWAP fisheries assessment (Ludington) (6/9-6/10)
- Juvenile coregonine beach seining (6/12)
- GSA vehicle exchange (Flint) (6/13)
- Juvenile coregonine beach seining (6/16)
- Assessment nets repair maintenance, data QA/QC (6/17-6/20)
- Stereo-remote underwater camera survey (Stratified Random Sampling – Manistee) (6/24)
- Juvenile coregonine beach seining (6/25-6/26)
- Lake Michigan FIWS fisheries assessment (Manistee) (6/30)
-
- Meetings/Training/Travel/Conference Calls
- Grand Traverse Land Conservancy, Arctic Grayling Presentation, Traverse City, MI (6/3)
- Michigan Dept. Natural Resources, Tribal Consultation diving/ ship wreck mooring buoys (6/4)
- Technical Fisheries Committee “TFC” meeting, Charlevoix, MI (6/5)
- Coordinated Arctic grayling stocking evaluation project meeting, virtual (6/5)
- Tributary whitefish check-in meeting, virtual (6/9)
- GSA vehicle exchange (Flint) (6/13)
- NRD LEAD’s Huddle (6/18)
- LRBOI June monthly staff meeting, virtual (6/19)
- Mason Co. Press reporter, lake whitefish interview (6/19)
- USFWS Midwest Region Quarterly Tribal Nation Call, virtual (6/24)
- Arctic Grayling stocking evaluation meeting with partner agencies Virtually (6/30)
- Arctic Grayling stocking evaluation meetings with Michigan Arctic Grayling Initiative partners, virtual (6/30)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative,	Native Species	
4137 BIA Great Lakes Restoration Initiative,	Native Species	
4227 BIA Great Lakes Restoration Initiative,	Native Species	

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

vacant – Wildlife Technician

Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Contacted partners to schedule field work, including surveys of wood turtles and box turtles.
- Completed physical for wildland firefighter certification.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from marten den box camera monitors
- Mapped old logging roads on tribal properties

- Collected and replaced slides on HWA monitoring stations
- Conducted morning and evening box turtle nesting surveys every weekday for three weeks on Manistee National Forest
- Set up cameras and nest protection boxes around turtle nests
- Collected soil monitoring loggers from Manistee National Forest timber harvest sites
- Surveyed Pine River and Crystal River for wood turtles and wood turtle nest sites
- Attended drone training
- Certified seasonal crew in pesticide application

Meetings/Training/Travel/Conference Calls

- ISN call about Manistee River State Game Area (6/24)
- Elk Expansion Subcommittee meeting (6/26)
- NRD leads meeting (6/18)
- Staff meeting (6/19)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- Began updating LRBOI's list of lakes of interest for EGLE ANC notifications.
- Assisted with DNR Manoomin workshop planning.
- Work on Houghton Lake water level issue: researching lake level monitoring; updated Houghton Lake GIS polygons & sent kmIs to EGLE; communications with EGLE, HLLA, and Executive Legal.
- Work on Houghton Lake ANC issue: researching ANC permit & herbicides, converted & imported contractor treatment polygons to FieldMaps, converted geotagged photos to GIS points and added to Field Maps, sent survey report and maps to EGLE.
- Joined NOAA ArcGISOnline group.
- Reviewed & approved CMU graduate thesis updates.

Meeting/Training/Travel/Conference Calls (Include Dates)

- 6/3/25: call with Roger LaBine re RAM Center Manoomin workshop planning.
- 6/3/25: Drone training class day 1.
- 6/3/25: MWRI team meeting.
- 6/4/25: Drone training class day 2.
- 6/11/25: call with Roger LaBine re Manoomin camp.
- 6/12/25: calls with Mike (HLLA) re Houghton Lake water level.
- 6/13/25: assisted with turtle nesting survey.
- 6/14/25: calls with Houghton Lake Lake Association planning joint Wild Rice survey.
- 6/16/25: calls with Dan (GTB) and Mike (HLLA) re Houghton Lake.
- 6/17/25: call with Executive Legal re Houghton Lake.
- 6/17/25: Maple River hydraulic modeling meeting.
- 6/17/25: Line 5 DEIS meeting.

- 6/18/25: Line 5 Tribal Coordination meeting.
- 6/19/25: LRBOI staff meeting.
- 6/20/25: call with Luke Trumble (EGLE Dam Safety) re Houghton Lake level.
- 6/24/25: ISN MRSGA check-in meeting.
- 6/26/25: CORA meeting- gave update on Houghton Lake water level.
- 6/30/25: Maple River planning meeting.

Field Work and Equipment Maintenance

- 6/10/25: Deadstream Flooding- Wild Rice phenology check.
- 6/19/25: Houghton Lake- scouted Middle Grounds and North Bay and mapped & photographed all Wild Rice plants found.
- 6/19/25: Deadstream Flooding- Wild Rice phenology check.
- 6/25/25: Little Manistee River- Wild Rice scouting from 9 mile to weir.

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager
 Alexis DeGabriele– Aquatic Biologist – Wetlands
 David Karst – Brownfield Specialist
 Brooke May - Aquatic Biologist – Water Quality
 Jasmine Vaquera – Air Quality Specialist
 Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork
- EPA 103 Preapplication review

- EPA SIRG Preapplication Review
- Phase 1 environmental assessment administrative work
- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Reviewed EPA correspondence regarding QAPP submission since February 2022
- Reviewed property database inventory and looked at County records to verify current parcel inventory.
- Prepared RFP documents for Bull Corner and Sugar Shack which were published on the Tribal website.
- Collected information for Part 107 (Drone) testing for the department.
- Completed a revised BIL workplan.
- Completed forms for HR for driving activities at work.

Field Work and Equipment Maintenance

- Policed 9th Street parking lot for solid waste.
- Responded, twice, to a complaint from a tribal member and went to Custer for documentation and cleanup activity.
- Light cleaning of EPA Truck
- Site visits to Sugar Shack, Pow wow Grounds, Gove Center, Area 51 etc.

Meeting/Training/Travel/Conference Calls (Include Dates)

- Part 107 Training on June 3 and 4.
- Brownfield progress report with NRD director on June 5.
- NRD meeting on June 18.
- Monthly Staff meeting on June 19
- Unlocking Rural Investment: A Preview of Brownfields 2025 and the Solar Farm Summit webinar on June 20
- Topic: Planners Gathering - A Walk Through Local Woodland and Wetland Ordinances webinar on June 26

Water Program (106 and 319)
Administration Reports/Data Entry

- Registration and travel forms completed for AFS in August.
- Got payment form signed and sent back for USDA-NRCS Culvert Replacement.

Field Work and Equipment Maintenance

- Calibrated YSI Multiprobe
- Water quality sampling on stream, river, and lake sites (17 sites)
- Habitat assessments on Stream and River Sites (10 sites)
- Site Photos at all water Quality sampling sites.
- Download hobo loggers in Bear and Sickle Creeks.
- Set up and deploy New Hobo loggers for Old House and Pine Creeks
- PM turtle surveys
- Pebble counts and discharge measurements at Bear Creek.
- Prepped equipment and supplied for electrofishing survey.
- Electrofishing Fish Community Survey at Bear Creek.
- Trained seasonal on hauling and backing up boat trailer at boat launch.

Meeting/Training/Travel/Conference Calls (Include Dates)

- 6/3/2025 – 6/4/2025: Drone Pilot License Training
- 6/18/2025: NRD Staff Meeting/Lunch
- 6/19/2025: LRBOI Monthly Staff meeting

Air Quality Program (Funded by EPA CAA 103)
Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

-

Great Lakes Policy Program

Administration//Reports/Data Entry

- Enbridge Line 5 Tunnel draft EIS
- LRBOI LAS History shared with Jan Sapa

Field Work and Equipment Maintenance

- Box Turtle Surveys

Meeting/Training/Travel/Conference Calls (Include Dates)

- IAGLR's 68th Conference on Great Lakes Research (6/2/25- 6/6/25)
- Muskegon Lake Watershed Partnership Meeting (6/3/25)
- Tribal-EPA Mining Call (6/5/25)
- Lake Michigan Partnership WG monthly call (6/11/25)
- Region 5 Tribal Water Division call (6/17/25)
- MCD Board Meeting (6/17/25)
- Enbridge Line 5 Tunnel DEIS Tribal Comment Meeting (6/17/25)
- Bay Mills Indian Community - Request to Coordinate on USACE's Line 5 GLTP Treaty Analysis (6/18/25)
- LRBOI monthly staff meeting (6/19/25)
- Tribal mining call (6/19/25)
- Enbridge Line 5 Tunnel - Ethnographic Study Meeting for Consulting Tribes (6/23/25)
- Lake Huron US side Work Group call (6/26/25)

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

June 2025

Steve Parsons

Meetings/Conferences/Trainings

- On June 6, 2025, I met with Ken Ockert (GTEC) to discuss the status of the BIA Road Construction Projects for 2025.
- On June 13, 2025, I attended the virtual meeting of the Tribal Planners Network hosted by Michigan State University. Also in attendance were planners from the Sault Ste. Marie Tribe of Chippewa Indians, the Little Traverse Bay Band of Odawa Indians, and the Nottawaseppi Huron Band of Potawatomi Indians.
- On June 19, 2025, I attended a "Free Trade Zone" meeting in the Ogema's Conference Room. Also in attendance were members of the Manistee County Commission.
- On June 24, 2025, I attended the Tribal Quarterly Connection Meeting held virtually by the U.S. Census Bureau's Chicago Regional Office.

Activities/Accomplishments/Updates

- **BIA Roads Construction Projects for 2025:** Here is a list of the BIA Roads Construction Projects currently on our 2025 Tribal Transportation Improvement Plan, which we will be working on this year. Please note there was a delay in rolling out these projects due to inclement weather during the months of March and April.
 1. **Loon Drive:** This project was originally scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council in 2024 to discuss the details of this project, it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable. A bid proposal, prepared by GTEC, has been sent out to prospective contractors and the Builder's Exchange offices in Grand Rapids and Traverse City.
 2. **Extension of Sugar Shack Road:** This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.

We finally received NEPA (Environmental) Clearance from the BIA and will be sending the project out to bid in mid-July.
 3. **Tribal Cemetery Road:** The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. We may need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

4. Aki Maadziwin Connector Road, Frost Road & US-31: This project (now in its third year) is designed to provide an alternate route to access the Aki Maadziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we also have a commitment from MDOT for the installation of a center turn lane on US-31 near the Frost Road intersection. We are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are hopeful to establish some type of cost-sharing arrangement with the Spicer Group for necessary improvements that would be required by MDOT for the Frost Road entrance.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
June-25

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	7
City Assist	3
County Assist	15
Medical Assist	1
MSP Assist	1
Other Calls for Service	
Property Checks	718
Suspicious Person	1
Suspicious Situation	
Well-Being Check	5

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	1
Speeding Ticket	3
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	27
Unsecured Vehicle	
Verbal Warning	19
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	5
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	1
Disorderly	1
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	1
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	3
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	2
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	5
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

1

Stolen Property

Threats

1

Unwanted Subject

1

Miscellaneous

Administrative Hours

330.25

Alarm

3

Attempt to Locate

Boat Dock Checks

Casino Hours

165.75

Civil Standby

Community Policing

5

Court Hours

2.5

Death Notification

Drug Disposal

Follow-Up Investigations

6

Found Property

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

1

Total Complaints

67

Total Reports

46

Training Hours

10

Transport

Trespassing

1

Tribal Council Meetings

Vehicle Mileage

5285

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
June-25

Administrative Hours	40
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	96
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	2
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2.5
Vehicle Mileage	1012
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
June-25

Administrative Hours	176.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	13	
Assist Hours	18.5	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist	1	
City Assist Hours	1	
City Original		
City Original Hours		
Complaints	30	
Contacts	692	
Court	1	
Court Hours	1	
Follow-up(s)	1	
Follow-up Hours	2.5	
Federal Citation(s)		
Hours Worked	420.25	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	0.25	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	110	
Snowmobile Patrol Hours		
Training(s)	24	
Training Hours	55.5	
Vehicle Mileage	2388	
Vehicle Stops	16	
Verbal Warning(s)	15	
Written Warning(s)		
Training/Travel		

June 10-12, 2025 Officer Johnson-Cook attended Asset Management training at LRCR.

June 18, 2025 Officer Johnson-Cook attended Intoxilyzer training at MCSD.

June 2025 Officers completed Police One training on line.

Little River Band of Ottawa Indians
Court Security Activities
 June-25

Administrative/Reports		
Hours		
Assist Other		
Hours		
Court Cases		3
Hours		3.5
Property Checks		15
Hours		5
Screenings		85
Hours		16
Contraband		
Weapons		
Denials		
Surveillance		127
Hours		118.5
Training		4
Hours		6
Transports		
Hours		
Training/Travel		

June 2025 Officers completed Police One training on line.

Tax Office
Valerie Chandler

Tax Department June 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer & MACPRA / NAGPRA Representative
Deborah Miller, Tax Department Administrative Assistant

During the month of June 2025, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for May 2025.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 4 Certificates of Exemption:
 - Purchaser: 4 RTM 0 Tribe/Entity
 - Purchase Type: 1 Vehicle 3 Construction 0 Recreational Vehicle
9. Reviewed 41 Tribal Member address and/or name changes; 1 required updating of the RTM list and database.
10. Processed 0 Proofs of Residency.
11. Processed 1 Tribal W-4 form.
12. Processed 13 Motor Fuel Registrations.
13. Processed 6 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:
 - New or re-instated RTMs
 - Deceased RTMs
 - Address changes and/or name changes for RTMs
 - RTMs no longer eligible for RTM status

Recurring Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,070 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino Resort purchases; flagged and corrected cashier errors as necessary.

Recurring Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 2025 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Varied Duties and Accomplishments:**

1. Processed and issued 10 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Followed up on complaints and issues involving reservations at the Community Center.
3. Submitted maintenance work requests for HVAC, electrical, and hot water heater issues that have been occurring at the Community Center.

4. Corresponded with another Michigan Tax Agreement Tribe to provide assistance and information on the processing of Certificates of Exemption and our experience with unusual claims.
5. Prepared and submitted the department's proposed 2026 budget including narratives.
6. Researched, prepared and submitted the 2026 Projected Tax Revenue report.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Status of an RTM's 4013 claims
 - Exempt purchases of clear diesel versus dyed diesel
 - Exemption qualification

Varied Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices continue to fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, set up of new employees in the cigarette computer database, policies and procedures and answering any questions for new employee onboarding.

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with appropriate staff in regards to a food truck being on site and ensuring a health and safety inspection could be performed.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

MACPRA / NAGPRA Related Interactions:

1. Continued to work with the Tribal Historic Preservation Officer in reviewing files and knowledge from time working in the department so that he can build a base of information and in locating particular documents.
2. Consulted with University of Michigan, Little Traverse Bay Band and our Historic Preservation Officer on June 5, 2025 in regards to ancestral remains from a semi-local site. Little Traverse agreed the location is closer and within the area for Little River to repatriate; U of M submitted an official Notice for repatriation to National NAGPRA on June 30, 2025.
3. Consulted with University of Michigan and our Historic Preservation Officer on June 19, 2025 in regards to ancestral remains and funerary objects from a known mound location. An inventory list was reviewed and U of M will submit an official Notice for repatriation to National NAGPRA on July 10, 2025.

Meetings / Trainings Attended During the Month:

1. Attended online consultation with University of Michigan and Little Traverse Bay Band on June 5, 2025.

2. Attended MACPRA monthly meeting online on June 18, 2025.
3. Facilitated monthly virtual staff meeting on June 19, 2024.
4. Attended online consultation with University of Michigan on June 19, 2025.

Statistics:

Total Registered Resident Tribal Members (RTMs): 258

- Manistee County: 247
- Mason County: 11

Monthly Tax Revenue*:

*May 2025 amounts received in June 2025

- Retail Sales Tax (Gift Shop) \$1,835.86
- Retail Sales Tax (Nectar Spa) \$90.18
- Retail Sales Tax (Trading Post) \$3,862.47
- Service Tax \$1,056.09
- Admissions Tax \$1,200.79
- Lodging & Occupancy Tax \$13,153.76
- Food & Beverage Tax \$34,708.21

Tribal Member Tax Exemption Rates ("Discounts") for July 2025*:

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.472/gallon
 - Diesel: \$0.489/gallon
 - Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
 - Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
 - OTP (Other tobacco products*): 32% of wholesale price
- *Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

**Tribal Historic Preservation
Corey Wells**

Department - Historic Preservation Department
Department head and title - Corey Wells, THPO
June 2025 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - ▶ Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - ▶ Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin Oanguage} are continued for the Little River Band of Ottawa Indians and other entities
 - ▶ Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section.

- Departmental staff completed the following tasks during the report month:

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to 13 requests from outside agencies (USDA, USFS & USPS) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Responded to 2 requests for Emergency Review for Great Lakes Energy. These reviews stem from the Presidential Executive Order 14156, Declaring a National Energy Emergency, THP responded with an emergency provision response, asking the issuing agency to follow the appropriate 106 provisions for emergency reviews.
3. Attended a meeting with Michigan State University for artifact repatriation.
4. Attended a meeting with University of Michigan for ancestor repatriation.
5. Attended monthly MACPRA meeting, representing LRBOI
6. Attended Boarding School Remembrance in Mt. Pleasant, representing LRBOI
7. Worked with Family Services and Grants departments to develop a language camp contracts
8. Continued to clean offices and file paperwork in THP
9. Worked with IT to get access to THP files
10. Attended funerals for Tribal Citizens
11. Attended funeral fire and closing ceremonies for Tribal Citizen
12. Worked on revising department goals

13. Conducted ceremonies, and cultural guidance when asked.
14. Worked to update analog audio and video files to digital format.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant.
2. Provided language translation for Family Services
3. Provided updated Powwow Guidelines

Travel, training and budget expenses

Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor department level training.

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
June 2025, Department Report

I. Department Overview

MISSION STATEMENT

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.
 ...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- J and K Communication Re-Aligned Water Tower telemetry
- Dr Lab services calibrated lab equipment
- Completed Water Tower Painting System back in full service
- I.H.S. SDS Annual Inspection Completed
- Completed Re-rout of sewer line in front of Casino, restoration work in-progress

Billing

Water	\$12,946.69
Sewer	\$27,548.12
Irrigation	\$2,930.09
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$12,880.24
Septage	\$10,519.62
Other	\$85.00
Month Total	\$74,979.09
Yr. to Date Water	\$72,305.29
Yr. to Date Sewer	\$136,317.69
Yr. to Date Irrigation	\$12,941.70
Yr. to Date Fire Suppression	\$48,415.98
Yr. to Date Manistee Township	\$86,939.05
Yr. to Date Septage	\$41,079.12
Other Revenue	\$3,494.79
Credit	
Yr. to Date Total	\$401,493.62

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,601,760**
 - b. Ave Daily Flow Gallons 153,392**
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,325,846 Gallons**
 - b. Daily Average Gallons 110,862**
 - Effluent Gallons**
 - a. 3,347,453**
 - b. Daily Average Gallons 111,583**
 - Lagoon**
 - a. Influent 530,074**
 - b. Daily Average Gallons 17,669**
- 3. Septic Sewage**
 - a. 175,327 Gallons**

III. Travel/Trainings/Meetings

What: PER RFP Bid Opening
Who: Tara Bailey, Diane Kerr, Gary Lewis
Where: WWTP

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Diane Kerr, Gary Lewis
Where: Ogema Conference room

What: Interviews
Who: Various Hiring Teams, Diane Kerr, Gary Lewis
Where: H.R. Conference Room

What: Submitted Budgets 2026
Who: Diane Kerr, Gary Lewis
Where: WWTP